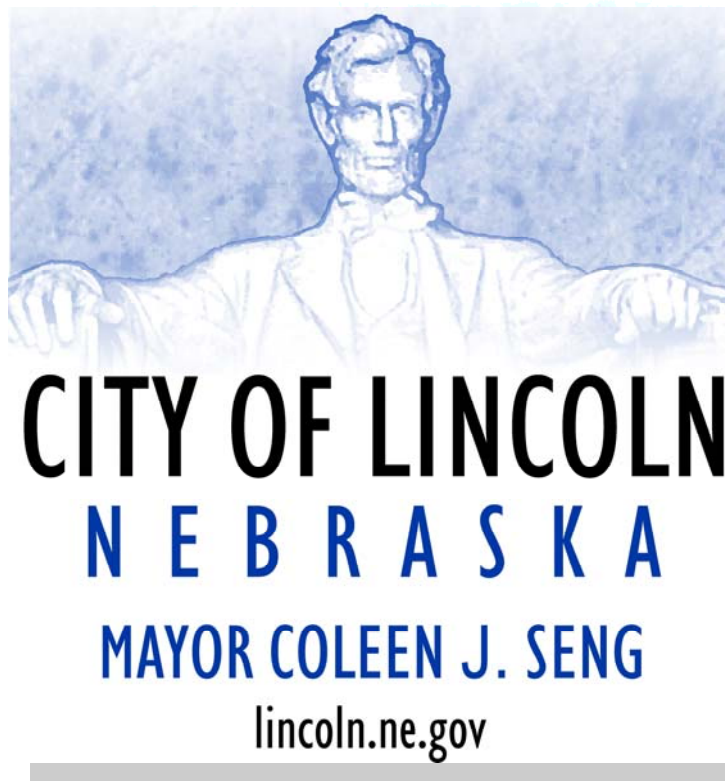


Project Directory Structure



City of Lincoln

June 9, 2005

Volume 1, Issue 1

PUBLIC WORKS & UTILITIES

Working together to provide quality services to our community

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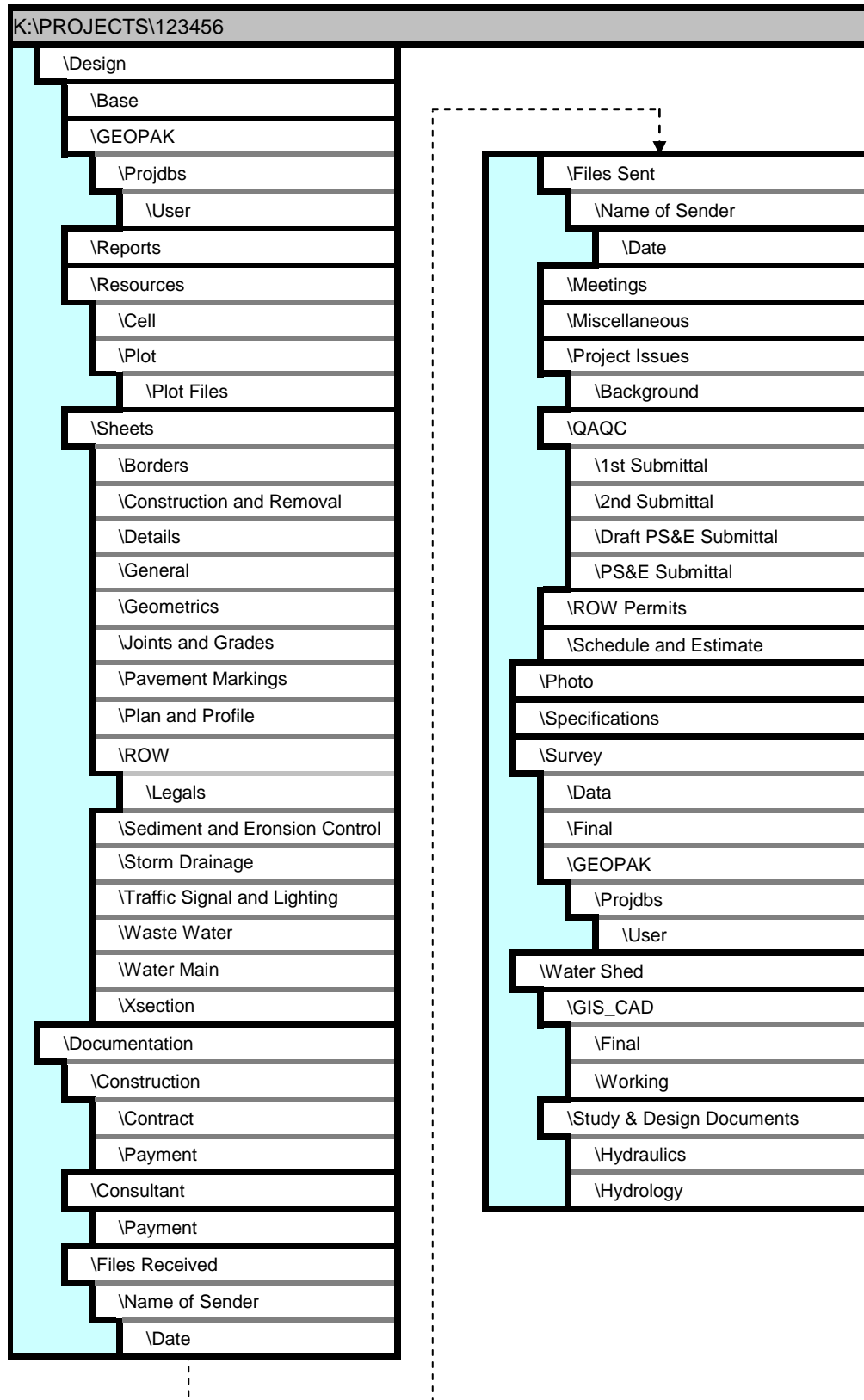
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 Water Shed Directory Detail 5

Project Directory Structure

Project Directory Structure
Complete

PROJECT DIRECTORY STRUCTURE




PROJECT DIRECTORY STRUCTURE

K:\PROJECTS\123456		Notes
\Design		Location of all design files
\Base		All base DGN files
\GEOPAK		Location of the GEOPAK database and working directory (GPK, PRJ, TIN)
\Projdb		
\User		
\Reports		Location of all Electronic design reports
\Resources		See Resource Directory Structure
\Cell		Project Specific Cel Library
\Plot		Pentables, Batch Jobs and Batch Spec file
\Plot Files		Output Location
\Sheets		<i>Location of all DGN sheets to be included in the legal document</i>
\Borders		All Borders necessary for production
\Construction and Removal		CR (Combined or individual)
\Details		DT (Detail Sheets)
\General		CO, SQ, TY, HC, GN, PH, TC and RT (Refer to Standard File Naming for code)
\Geometrics		GE (Plan Sheets)
\Joints and Grades		JG (Plan Sheets)
\Pavement Markings		PM (Plan Sheets)
\Plan and Profile		PP (Plan Sheets)
\ROW		RW (Plan Sheets)
\Legals		ROW Legal Documents
\Sediment and Erosion Cont		EC (Plan Sheets)
\Storm Drainage		SD (Plan Sheets and Profile Sheets)
\Traffic Signal and Lighting		TS (Plan Sheets)
\Waste Water		WW (Plan Sheets and Profile Sheets)
\Water Main		WT (Plan Sheets and Profile Sheets)
\Xsection		XS (Cross Sections Sheets)

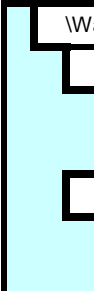
PROJECT DIRECTORY STRUCTURE

K:\PROJECTS\123456		Notes
\Documentation		Project Related Documents; etc.
\Construction		
\Contract		Pre-Bid Doc (Constr. Estimate, Specials); Official Bid Doc; Contract; Bonding; etc.
\Payment		Change Orders, Field Mods, Contract Mods, Invoices, Payments; etc.
\Consultant		
\Payment		RFP Process; Scoping Notes; Invoices; Correspondence; Contract Issues; etc.
\Files Received		READ ONLY
\Name of Sender		
\Date		
\Files Sent		READ ONLY
\Name of Sender		
\Date		
\Meetings		Meetings, Public Hearing, Minutes, Advisories; etc.
\Miscellaneous		Miscellaneous Invoices; etc.
\Project Issues		All Correspondence, Public, Council, Consultant; etc.
\Background		Project History, All information stored in Project Information Database; etc.
\QAQC		
\1st Submittal		PROPOSED location of QA-QC Submittal documents.
\2nd Submittal		
\Draft PS&E Submittal		
\PS&E Submittal		
\ROW Permits		Right-Of-Way issues, Transmittals, Call Reports, Payments, Permits; etc.
\Schedule and Estimate		Schedule and Cost Estimate, Design Progress Reports, Funding Sources; etc.
\Photo		Digital photos of site
\Specifications		Standard specifications and special provisions related to the project.

Survey Directory Detail

PROJECT DIRECTORY STRUCTURE		
K:\PROJECTS\123456		Notes
	\Survey	All existing data from field surveys, aerial or satellite surveys, GPS surveys, etc.
	\Data	RAW Files
	\Final	Final Topo, Contours and Points file; Final TIN
	\GEOPAK	Location of the GEOPAK database and working directory (GPK, PRJ, TIN)
	\Projdb	
	\User	

Water Shed Directory Detail

PROJECT DIRECTORY STRUCTURE		
K:\PROJECTS\123456		Notes
	\Water Shed	All existing data from field surveys, aerial or satellite surveys, GPS surveys, etc.
	\GIS_CAD	RAW Files
	\Final	
	\Working	
	\Study & Design Documents	Final Topo, Contours and Points file; Final TIN
	\Hydraulics	
	\Hydrology	